19. Set Up/Maintain Originating Office Codes

19.1	**Introduction**	This procedure describes how to set up and maintain originating office (bureau) codes and addresses in the system. The originating office code is included in document numbers throughout CSPS, including the RFQ and purchase order number, and it is printed on the CD-409. The originating office code data is entered via the CSPS "Originating Office Code Maintenance Screen" (PR006).
19.2	**Who Performs the Procedure**	Designated procurement personnel will be responsible for entering and maintaining originating office code information.
19.3	**Initiating the Process**	Originating office code information is entered when new codes/addresses need to be established or existing addresses need to be changed.
19.4	**Accessing the System**	From the Main Menu, select Maintenance. From the Maintenance menu, select Procurement. From the Procurement menu, select "PR006 - Update Originating Office". Follow the steps below for PR006.

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| 19.5 | **Creating a New Originating Office Code** | This procedure describes the steps necessary to create and activate a new originating office code. |

PR006 - Originating Office Maintenance Screen

STEP	ACTION
1.	Click the "Create Record" icon in the toolbar (i.e., the "green plus" icon). A blank record will be created.
2.	In the **ORIGINATING OFFICE CODE** field, enter the new two digit originating office (bureau) code. Tab through the active field.
3.	In the **NAME** field, enter the full name of the originating office.
4.	In the **ADDRESS** fields, enter the address for the originating office.
5.	In the **STATE** field, enter the state in which the originating office resides. Note: This field must be completed prior to the city field.
6.	In the **CITY** field, enter the city in which the originating office resides.

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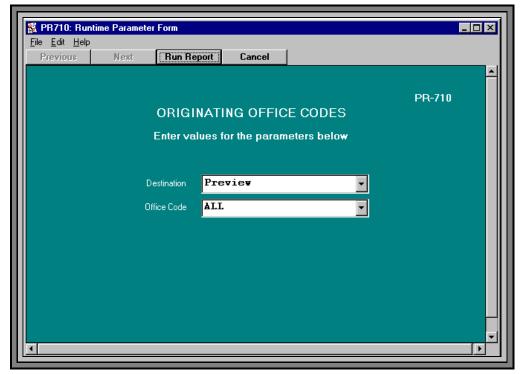| STEP	ACTION
7.	In the **ZIP** field, enter the zip code of the originating office.
8.	In the **ACTIVE** field, click the field using the mouse or press the space bar to make the office code active and available for use. If the originating code is inactive, leave this field blank.
9.	The **DATE** field reflects the date in which the record has been most recently activated or deactivated.

19.6   **Querying an**   This procedure describes the steps necessary to query and
                 Originating   display one or more originating office codes.
                 Office Code

STEP	ACTION
1.	Click the "Enter Query" icon on the toolbar. Any data on the screen will be removed. To retrieve all records in the system, do not enter data in any of the fields. To retrieve only a subset of records, enter the relevant information in the applicable fields to narrow the search. The '%' character can be used in most fields as a wildcard character. For example, to query all records that include an 'r', type %r%.
2.	Click the "Execute Query" icon on the toolbar to execute the query. The system will retrieve all records meeting the specified criteria.
3.	Use the "down" and "up" arrows on the toolbar or on the keyboard to view the retrieved records.

19.7 **Printing (Running)** This procedure describes the steps necessary to run the
the Originating "PR710 - Originating Office Codes Report".
Office Codes
Report

PR710 - Runtime Parameter Form (Originating Office Codes)

STEP	ACTION
1.	To run the "PR710 - Originating Office Codes Report",
	a. Click the "Printer" icon on the toolbar while the Originating Office Maintenance Screen (PR006) window is open and active,
	or
	b. From the Main Menu, select Reports. From the Reports menu, select Procurement. From the Procurement menu, select "PR710 - Originating Office Codes".
PR710: Runtime Parameter Form	

STEP	ACTION
2.	To select the destination of the report, click the pull down menu in the **DESTINATION** field and select the appropriate destination: a. To view the report on the screen, select "Screen". b. To send the report to a specific file, select "File". c. To send the report to the printer, select "Printer". d. To send the report to a mail file, select "Mail". e. To view the report on the screen, select "Preview". After selecting the destination, go to Step 3.
3.	To select the office code for the report, click the pull down menu in the **OFFICE CODE** field and select the appropriate office code. Note: To run a report for all code type's, select "All".
4.	Click the "RUN REPORT" pushbutton to execute the selection made. Proceed to Step 6.
5.	Click the "CANCEL" pushbutton to cancel the report selections made. Note: Upon clicking the "CANCEL" button the Runtime Parameter Form will close and exit the user to the last active screen.

STEP	ACTION	
	IF...	**THEN...**
6.	The destination selected is "Screen" or "Preview"... and The "RUN REPORT" pushbutton is clicked...	a. To go to the next page of the report, click the "NEXT" pushbutton. b. To go to the previous page of the report, click the "PREV" pushbutton. c. To go to the last page of the report, click the "LAST" pushbutton. d. To go to the first page of the report, click the "FIRST" pushbutton. e. To go to a specific page of the report, enter the page number and then click the "PAGE" pushbutton. f. To print the report, click the "PRINT" pushbutton. g. To send the report to a mail file, click the "MAIL" pushbutton. This functionality is currently not available. h. To close the report, click the "CLOSE" pushbutton. i. To open a second report window, click the "NEW" pushbutton.